Sales Tax - License Renewal

How long is my license valid for?

Colorado sales tax licenses are valid for a period of two years. The current two-year license period is from January 1, 2006 to December 31, 2007. The license fee of \$16 is for each location. The Department cannot reissue a new license unless it has been renewed and the applicable fees have been paid. **Allow 6 weeks to process your renewal form and payment before contacting the department.** The DR 0594 sales tax license renewal form is available on the Web at Sales and Use Tax Forms, and is available in the sales tax coupon booklet during the year before the next two-year license renewal period.

If you have incorrect information on your Sales Tax License, download the DR 1102 Account Change or Closure form. Complete the form and submit it to us with the changes.

Colorado Department of Revenue 1375 Sherman St. Denver, CO 80261

Any request for information changes on your business license are not accepted by e-mail. Once the department receives the form by regular mail, your account will be corrected and a new licenses reissued.